

THE
END
OF
YEAR
TOOLKIT

■ THE END OF YEAR TOOLKIT

The end of the year can often feel like a moment in limbo. We're simultaneously curious to look toward the future; to reflect on the past. This toolkit aims to make that feeling of uncertainty just a bit more structured. This toolkit aims to take everything (the good and the bad!), and turn it into something worth learning from, and growing with.

This process is designed to be completed within 3 hours, and works perfectly for those working in a group, or those looking to reflect alone. Everything you need to complete the exercises is included in this toolkit (aside from a pen!).

Thanks for downloading our 2021 End Of Year Toolkit! At verynice, we end each year of our practice with a simple process of deep reflection which is then transformed into a strategic plan that guides our next year of work. This process, however, is not limited in its use by companies; this process can be a great jumping off point for any individual looking to think through their next year in a structured manner. This year, we decided to package our approach and share it with you all. Happy New Year!



Matthew Manos
Founder, verynice

■ THE END OF YEAR TOOLKIT

IN 2022 I WANT TO DO MORE...

Use the spaces below to reflect on the things you did this year, that you would like to do more of in the new year. Fill as many of the spaces as you can; you do not need to fill out every space.

1

Example:
Continue to
improve my skills
as a roller skater

2**3****4****5****6****7****8****9****10****11****12**

■ THE END OF YEAR TOOLKIT**ACTION ITEMS****WE'LL GET THERE
BY DOING...**

For each thing you put down on the previous page, reflect on how you can make that happen. Record your response in the corresponding space, below.

1

Example: Sign up for rollerskating lessons!

2**3****4****5****6****7****8****9****10****11****12**

■ THE END OF YEAR TOOLKIT**IN 2022 I WANT
TO DO LESS...**

Use the spaces below to reflect on the things you did this year, that you would like to do less of in the new year. Fill as many of the spaces as you can; you do not need to fill out every space.

1**2****3****4****5****6****7****8****9****10****11****12**

■ THE END OF YEAR TOOLKIT**ACTION ITEMS**

WE'LL GET THERE BY DOING...

For each thing you put down on the previous page, reflect on how you can make that happen. Record your response in the corresponding space, below.

1**2****3****4****5****6****7****8****9****10****11****12**

■ THE END OF YEAR TOOLKIT

MY DREAMS FOR THE NEW YEAR INCLUDE...

Use the spaces below to reflect on your big ambitions for the new year. Don't worry about being too practical; think big! Fill as many of the spaces as you can.

1**2****3****4****5****6****7****8****9****10****11****12**

■ THE END OF YEAR TOOLKIT**ACTION ITEMS**

WE'LL MANIFEST THESE DREAMS BY...

For each thing you put down on the previous page, reflect on how you can make that happen (even by taking a "baby step"). Record your response in the corresponding space, below.

1**2****3****4****5****6****7****8****9****10****11****12**

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MY NIGHTMARES FOR THE NEW YEAR INCLUDE...

Use the spaces below to reflect on your big fears for the new year. Fill as many of the spaces as you can; you do not need to fill out every space.

1**2****3****4****5****6****7****8****9****10****11****12**

■ THE END OF YEAR TOOLKIT**ACTION ITEMS**

WE'LL FACE THESE NIGHTMARES BY...

For each thing you put down on the previous page, reflect on how you can prepare for, or mitigate those fears. Record your response in the corresponding space, below.

1**2****3****4****5****6****7****8****9****10****11****12**

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NOW IT'S TIME TO DO SOME PLANNING...

On the following pages, you will have a template for developing a simple plan for the next year over three different time frames for execution:

1. We'll get to it next month
2. We'll get to it in the next quarter (3 months)
3. We'll get to it in the next year

Follow the prompts to complete your plan. If you're working on this as a team, be sure to also take some time to reflect on who will ultimately be responsible for each action item.

Most importantly, have fun with it, and have a happy New Year!

■ THE END OF YEAR TOOLKIT**WE'LL GET TO IT
NEXT MONTH...**

Review your "action item" pages (pages 4, 6, 8, or 10 of this toolkit), and select 3-5 items you would like to see yourself accomplish in the next month. Put those below.

1**2****3****4****5**

Next, reflect on each of these items, and make a list of the concrete next steps you can take to set things in motion.

■ THE END OF YEAR TOOLKIT**WE'LL GET TO IT IN
THE NEXT QUARTER...**

Review your "action item" pages (pages 4, 6, 8, or 10 of this toolkit), and select 3-5 items you would like to see yourself accomplish in the next quarter (3 months). Put those below.

1**2****3****4****5**

Next, reflect on each of these items, and make a list of the concrete next steps you can take to set things in motion.

■ THE END OF YEAR TOOLKIT**WE'LL GET TO IT IN
THE NEXT YEAR...**

Review your “action item” pages (pages 4, 6, 8, or 10 of this toolkit), and select 3-5 items you would like to see yourself accomplish at some point in the next year. Put those below.

1

2

3

4

5

Next, reflect on each of these items, and make a list of the concrete next steps you can take to set things in motion.
